



2025 NSW Volunteer of the Year Awards - Nominator Guidelines

The NSW Volunteer of the Year Awards is an annual program launched in 2007 by The Centre for Volunteering to recognise the outstanding efforts of the 4.3 million volunteers in NSW, and to promote the importance of volunteering to the community. In 2024, the Awards program recognised over 139,000 volunteers across NSW.

Thank you for taking the time to nominate an individual or team for the 2025 NSW Volunteer of the Year Awards. Before you get started on the nomination form, please read the following information to ensure that you have all of the necessary details to complete the form.

As all certificates / awards will be as per the details supplied on the nomination form, please ensure that you double check the spelling of the nominee's name / team name / organisation etc. before submitting. Please also double check the email address, as all invitations to the regional ceremonies are sent by email only.

About Volunteering

In many communities, the word volunteering is not always recognised. Often acts of giving, sharing and helping out are imbedded and part of cultural practices, we support these customs and advocate that these are all forms of volunteering.

If you give your time, share your skills or help out in your community, you are a volunteer. Volunteering can be defined as "time willingly given for the common good and without financial gain".

What is volunteering:

If you give your time, share your skills or help out in your community you are volunteering.

An example that is volunteering: coaching your child's football team, because people outside of your household and family also benefit.

What is not volunteering:

Volunteering does not include only helping your family or people you live with.

An example that is not volunteering: helping your flat-mate, cousin or sister with their homework.

Nominations

All nominations MUST be completed and submitted online via The Centre for Volunteering's website - <https://www.volunteering.com.au/awards/about-the-awards/> by **5pm Friday 23 May, 2025**.

Volunteers / Volunteer Managers are not permitted to nominate themselves.

The 2025 Nomination Form allows for two types of recognition for the volunteers of NSW.

- 1) **Nomination for Recognition only** - This is the simplest way to acknowledge volunteers. These nominees will not be judged, however, they will be invited to their local regional ceremony (if their *personal* email address is provided, not the organisation's or nominator's email address). The nominee will be presented with a certificate to acknowledge their contribution to the community. This nomination requires you to complete four parts of the nomination form only.

- 2) **Nomination for Judging** - These nominees will be judged for the NSW Volunteer of the Year Award in the appropriate category. This nomination requires you to complete six parts (Parts 1-6), all of which must be completed to be accepted by the Judging Committee. To be included in Judging, the nominee's *personal* email address MUST be provided (ie. not the organisation's or nominator's email address). If this is not provided, the nomination will be moved in the Recognition section of the Awards.

The nomination form can be saved at any point if you don't have time to complete the form in one sitting or need further information to continue. All you need to do is click on the ***Save and Resume Later*** button at the bottom of each section and you will be emailed a link which can be used at a later date to continue your nomination.

Please note that The Centre for Volunteering is unable to view or access partially completed forms so you will need to save the link to your incomplete form.

Part 1: Nominee's Permission

All nominators must have permission from the person or team you are nominating to disclose their personal information as part of their entry in the 2025 NSW Volunteer of the Year Awards. For privacy purposes, the nominee is required to understand and be aware that as a result of this nomination, their name, image and story may be used publicly by The Centre for Volunteering in promotional material. Please note that the volunteer you are nominating will be sent a copy of the full nomination form as soon as it has been submitted. For full details on The Centre's Privacy Policy, please visit – www.volunteering.com.au/privacy-policy/ .

Part 2: Award Category

All nominees must:

- *Have given their time willingly for the common good and without financial gain,*
- **Reside in NSW,**
- Have given their time during the previous 11 months (July 2024 – May 2025) for a community group, legitimate not-for-profit organisation, or other entity which engages volunteers in a safe and legal manner such as schools or government agencies.

Award categories:

1. **Young Volunteer:** Aged 24 years and under
2. **Adult Volunteer:** Aged 25 to 64 years
3. **Senior Volunteer:** Aged 65 years and over
4. **Volunteer Team:** Team to be made up of more than one individual
5. **Emergency Volunteer:** Individual or team volunteering in emergency prevention, preparation, response, or recovery efforts.
6. **Volunteer Leader:** Nominees can be a designated Volunteer Manager, Coordinator, a team of Volunteer Managers in a Volunteer Involving Organisation or a registered not-for-profit organisation. The volunteer leader can be a paid position.
 - Nominations within this category can be submitted for either teams or individuals,
 - Your nominee must operate within the guidelines of the Statement of Principles for Recognition of Volunteers and the National Standards for Volunteer Involvement and the organisation must hold current Volunteer Workers Personal Accident Insurance and Public Liability Insurance.
7. **Not-for-Profit Voluntary Governance:** An unpaid board of directors or individual board member, who exemplifies excellence in governance.

Part 3: Nominee

Nominators must provide the nominee's details:

1. Title
2. First Name
3. Last Name
4. **Nominee's Personal Email Address** – an organisation's email address or the nominator's email address will not be accepted. If their personal email address is not provided, the nominee will not be invited to attend their local Regional Ceremony. In this case, their certificate will be forwarded to the nominator by the end of 2025.
5. Nominee's Age Range
6. **Nominee's Residential Suburb, Postcode** – for individual nominees (eg. Young, Adult, Senior categories), their Personal Residential Suburb must be provided, not the Organisation's address.
7. Phone Number
8. Organisation or Group where the nominee gives their time
9. Organisation / Group Address
10. Organisation / Group Phone Number

NOTE: If you are nominating in one of the Team categories, you are also required to provide the following details:

- Nominee Team Name
- Number of Volunteers within the Team

Part 4: Nominator

Nominators must provide their own details:

1. Title
2. First Name
3. Last Name
4. Nominator's Relationship to Nominee (eg. Friend, Family Member, Co-Worker etc)
5. Email Address
6. Address (work or residential)
7. Phone Number
8. Organisation/ Group (if applicable)

Part 5: Nominee's Work (Nominations for Judging Nominations only)

Nominators should provide a comprehensive outline of the nominee's work over the past 11 months in this section. Each question allows for a response of no more than 500 words. No videos or website links will be accepted.

As judging is based only on the information you provide in this section, it is essential to include a comprehensive and meaningful outline of the nominee's work. Please ensure your answers are focused only on the questions provided. Any additional information will not be taken into consideration. Please also note that these awards are based on the nominee's volunteer work over the past 11 months only.

1. Provide a detailed outline of the nominee's voluntary work (what the nominee does) and what is special about this work.
2. Tell us about the **impact** of the nominee's voluntary work (what the nominee achieves through their volunteering).
3. Tell us about any other important aspects of the nominee's voluntary work, such as obstacles overcome; innovation; initiative; dedication; broader benefits of the volunteer role etc.

Part 6: Referees (Nominations for Judging Nominations only)

All applications must include two referees who can confirm the details of the nomination if necessary.

The nominee and the nominator (you) cannot be listed as a referee. Referees listed must be informed that you are disclosing their personal information on the nomination form. Details required for each referee are:

1. Title
2. First Name
3. Last Name
4. Phone Number
5. Email Address

Part 7: Statistical Information (optional for both types of nomination)

(a) How did you hear about the NSW Volunteer of the Year Awards?

- Previous Nominee or Nominator
- The Centre for Volunteering Website
- Email from The Centre for Volunteering
- Media
- Social Media
- Word of Mouth
- Other

If you have any questions during the nomination process, please contact the Awards team via award@volunteering.com.au.

Additional Information For Nominators

Once the nomination has been submitted, both the nominee and the nominator will be emailed a copy of the Nomination Form. Please check all information particularly spelling of the nominee's name, the organisation they volunteer for and award category, as this is what will be on their certificate. If any details are incorrect, please contact the awards team at award@volunteering.com.au, changes can be updated until Friday 23 May, 2025.

What happens next?

We will review your nomination form and only contact you or the nominee directly should any questions or issues arise with the nomination.

The NSW Volunteer of the Year Awards is divided into 25 regions. We will allocate the region based on the nominee's residential address for individual nominations, or on the organisation's address for team nominations.

We will hold an award ceremony in each region from August to November, where all nominees will receive a Certificate and region winners are announced.

Please note that the categories for Volunteer Leader of the Year and the Not-For-Profit Voluntary Governance Award will be recognised at a Ceremony in Sydney in November.

Further information will be sent to the **nominees** via an e-invitation detailing the date, venue and booking information for their local Regional Ceremony. Please note that only nominees whose personal email address has been provided (ie. not the organisation's or nominators email address) will receive an invitation to attend a Ceremony. If this is not provided, a certificate for the nominee will be forwarded to the nominator for distribution to the nominee by the end of the year.

Details of the Regional Ceremonies are not made publicly available. Nominators may receive an e-invitation to attend their nominee's Regional Ceremony - this will be dependent on availability at the venue. Nominators will not be advised of the details prior to this.

Please visit our Frequently Asked Questions on our website for further information.